



**HALL GREEN SCHOOL
JOB DESCRIPTION**

POST: ASSISTANT HEADTEACHER – INTERVENTION & ASSESSMENT

Post Title:	Assistant Headteacher
Purpose:	<p>To lead on the school’s assessment & reporting, exams, and intervention strategies ensuring opportunities are maximised to raise attainment levels.</p> <p>To be a strategic and supportive member of the core senior leadership team, playing a key role in the development of the school in providing the best possible opportunities for all pupils.</p>
Reporting to:	Headteacher
Line management:	Subject departments as required Careers Lead Exams Manager Associate Senior Leader (Pupil Premium & Community Engagement) Lunchtime Supervisors
Core tasks and responsibilities:	
Strategic Direction and Development	<ul style="list-style-type: none"> • Establish and sustain the school’s ethos, values, and strategic direction with the Headteacher and Trustees. • Lead on the development and implementation of an effective assessment strategy including reporting to parents/carers. • Take a strategic lead on whole school and departmental intervention practices, tackling underperformance where it is identified, and working with others to close the gaps. • Lead on the development and implementation of school policies related to the role’s areas of responsibility. • Report on areas of responsibility to the Headteacher, Senior Leadership Team, Trust, and governing body. • Contribute to the school improvement plan, school evaluation form, and other quality assurance documentation.
Exams	<ul style="list-style-type: none"> • Ensure the effective administration of internal and external exams. • Liaise with the Head of Year 11 to ensure a culture of high ambition and preparation for external exams. • Oversee the mock exam results process and all administration surrounding this.
Interventions	<ul style="list-style-type: none"> • Take a strategic lead on whole school and departmental intervention practices, tackling underperformance where it is identified. • In liaison with the Deputy Headteacher following data captures, identify priorities and develop the intervention strategy to raise attainment and close performance gaps. • Take a strategic lead on the Lexonic intervention. • Work with the Associate Senior Leader (Pupil Premium) to raise standards for pupils in receipt of pupil premium.
Careers and work-related learning	<ul style="list-style-type: none"> • Lead the school’s strategy for careers and work-related learning provision.

Leading and Managing Staff	<ul style="list-style-type: none"> • Oversee the school's duty rotas for before school, break, lunchtime, and after school. • Work as part of the Senior Leadership Team to ensure appraisal arrangements are effective so as to secure outstanding performance and effectively plan and deliver professional development activities to promote high quality teaching and learning. • To oversee the work of allocated teams to ensure the effective management of school systems and curriculum delivery, in line with school policies, and securing high quality teaching and learning throughout and across the departments.
Teaching and Learning	<ul style="list-style-type: none"> • To work with the Senior leadership team to develop and maintain policies and practices across the school that promote inclusion and high achievement through effective teaching, learning and assessment and the creation of a culture and ethos that demands positive attitudes and respect towards each other, the environment, the community and the wider world. • Co-ordinate the sharing of best practice across the school and seek opportunities to collaborate with other innovative and high performing schools. • Hold responsibility as the school's BTEC Quality Nominee, ensuring compliance with BTEC requirements.
Effective Deployment of Staff and Resources	<ul style="list-style-type: none"> • To support subject leaders in line managed departments to promote high quality teaching and learning, including those for individual pupils, through effective resourcing. • To participate in arrangements made in accordance with the regulations for the appraisal of staff. • To ensure the pupil premium is spent effectively to secure improved outcomes for pupil premium pupils.
Other Duties	<ul style="list-style-type: none"> • To actively participate in the school's monitoring and evaluation systems: learning walks, work scrutiny and departmental reviews. • To support the school's pastoral systems, including on-call and duty. • Be the link Senior Leader for a Year group, supporting the Head of Year in developing high quality pastoral provision.
<p>The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.</p> <p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	